

Quick Win Coaching and Implementation Tracking



Change Goal: <i>[Example: Access]</i>				
Objective	Strategies and Quick Wins	Coaching steps	Logistics	Coaching Questions
<i>[Example: Enrollment processes are easy for families to use]</i>	Strategy: <i>[Example: simplify intake process for Pre-K programs]</i> Quick win: <i>[Example: gather information on current intake processes]</i>	1. Send reminder email and check in around needed support	Who is doing this coaching step? When are they doing it?	<ul style="list-style-type: none"> • How's it going with carrying out this quick win action item? • Are you encountering any barriers? How can these barriers be addressed? • What supports, if any, do you need to carry out this quick win action item? • IF THEY COMPLETE QUICK WIN WITHIN 1-2 WEEKS: What are next steps for moving this quick win forward? What can you do, by when? (add as new quick win)
		2. Send reminder about giving update at next meeting	Who is doing this coaching step? When are they doing it?	<ul style="list-style-type: none"> • What supports, if any, do you need to give an update on your progress at our next meeting?

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Add more rows as necessary